

**Counterering Violent Extremism (CVE)  
Grant Program  
(EMW-2016-CA-00158)**

**Federal Financial Report  
&  
Performance Progress Report  
Quarter Ending: Sep 2017**



## Federal Emergency Management Agency Payment And Reporting System (PARS)


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**FEDERAL FINANCIAL REPORT**

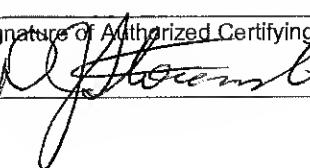
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  U.S. Department of Homeland Security, Federal Emergency Management Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  EMW-2016-CA-00158		Page 1 of 1					
3. Recipient Organization (Name and complete address including Zip code)  HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON, TX 770022528									
4a. DUNS Number  045761095	4b. EIN  346001184	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  50000026-2018 (CVE)	6. Report Type  <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual					
8. Project/Grant Period From (Month, Day, Year)  08/01/2017	To (Month, Day, Year)  07/31/2019	9. Reporting Period End Date (Month, Day, Year)  09/30/2017							
10. Transactions (Use lines a-c for single or multiple grant reporting)  Federal Cash (To report multiple grants, also use FFR Attachment):  a. Cash Receipts b. Cash Disbursements c. Cash on Hand (line a minus b)  (Use lines d-f for single grant reporting)  Federal Expenditures and Unobligated Balance:  d. Total Federal funds authorized e. Federal share of expenditures f. Federal share of unobligated obligations g. Total Federal share (sum of lines e and f) h. Unobligated balance of Federal funds (line d minus g)									
Recipient Share:  i. Total recipient share required j. Recipient share of expenditures k. Remaining recipient share to be provided (line i minus j)  Program Income:  l. Total Federal program income earned m. Program income expended in accordance with the deduction alternative n. Program income expended in accordance with the addition alternative o. Unexpended program income (line l minus line m or line n)									
11. Indirect Expense		a. Type  [Redacted]	b. Rate  0.0000	c. Period From  [Redacted]	d. Period To  [Redacted]	e. Basis  0.00	f. Amount Charged  0.00	g. Totals:  0.00	h. Federal Share  0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  [Redacted]									
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)  a. Typed or Printed Name and Title of Authorized Certifying Official  Kimberly House, Division Manager									
b. Signature of Authorized Certifying Official  [Signature of Kimberly House]									
c. Telephone (Area code, number and extension)  832-393-0830									
d. Email address  klm.house@houston.tx.gov									
e. Date Report Submitted (Month, Day, Year)  10/17/2017									
f. Agency usa only:									
Standard Form 425 OMB Approval Number: 0348-0066 Expiration Date: 10/31/2013									
Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.									

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**PERFORMANCE PROGRESS REPORT  
SF-PPR**

	Page of Pages	
1. Federal Agency and Organization Element to Which Report is Submitted  DHS-Countering Violent Extremism Grant Program (CVE) <input checked="" type="checkbox"/>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  EMW-2016-CA-00158	3a. DUNS Number 045761095  3b. EIN 746001164
4. Recipient Organization (Name and complete address including zip code)  City of Houston, Mayor's Office of Public Safety and Homeland Security 900 Bagby, 2nd Floor Houston, TX 77002		5. Recipient Identifying Number or Account Number  50000026-2018
6. Project/Grant Period  Start Date: (Month, Day, Year)  08/01/2017	7. Reporting Period End Date  (Month, Day, Year)  07/31/2019	8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  9. Report Frequency  <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>  During this quarter, the City of Houston officially accepted the FY2016 Countering Violent Extremism Award via Council Ordinance on July 26, 2017. The City of Houston took initial steps to form the Steering Committee, developed a scope of work for a contractor, and began the procurement process. All staff supporting this project were engaged in emergency response operations for Hurricane Harvey, and no significant progress was made on this project during that response period.  Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment).		
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>		
<b>12. Certification:</b> I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
12a. Typed or Printed Name and Title of Authorized Certifying Official  Dennis J. Storemski	12c. Telephone (area code, number and extension) 832-393-0975	
12b. Signature of Authorized Certifying Official  	12d. Email Address dennis.storemski@houstontx.gov	
12e. Date Report Submitted (Month, Day, Year) 10/18/2017	13. Agency use only	

## OCP Project Implementation & Evaluation Plan

You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each outcome in the PIEP, create an Implementation Plan table *and* an Evaluation Plan table. Please use the definitions provided in the PIEP guidance document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

*In the Implementation Plan table:*

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

*In the Evaluation Plan table:*

- Type each outcome indicator in a separate row.
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- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

**NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.**

Organization Name	City of Houston, Mayor's Office of Public Safety and Homeland Security
Project Title	Houston Countering Violent Extremism (CVE) Training and Engagement Initiative
Grant Number	EMW-2016-CA-00158
Grant Implementation Period:	August 1, 2017 – July 31, 2018
Reporting Period:	Quarterly Report – July 1, 2017 – September 30, 2017

## **Project Goal Statement**

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

## **Target Population**

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

**OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.**

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting and certification.

**OUTCOME 1 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Complete procurement/vendor selection <sup>1</sup>	Scope of work; compliance with local, state, and federal procurement guidelines	August 1, 2017 – October 30, 2017	Executed contract with selected vendor	Developed Scope of Work and Request for Qualifications.
Convene Houston Regional CVE Steering Committee <sup>2</sup>	Staff and vendor support, partner time and effort, supplies	August 1, 2017 – July 31, 2018	Meeting minutes and sign-in sheets; product reviews and feedback	Initial outreach made to Steering Committee members
Develop Curricula and Videos	Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario-based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies	November 1, 2017 - June 30, 2018	Empowered Parents Curriculum; Three Cities Curriculum; Resource Guides; videos and media support	No progress as of this report.

<sup>1</sup> This task is relevant to all project outcomes, but it is the first step in project implementation.

<sup>2</sup> This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Identify an approach for outreach to promote the program in the Greater Houston Region.	Staff and vendor support, technology, Steering Committee time and effort, media support/time	January 1, 2018 – June 30, 2018	Communications/media plan; program branding, media package	No progress as of this report.
Recruit potential trainers/facilitators through Steering Committee agencies and other partners	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018 – June 30, 2018	List of contact information for potential trainers	No progress as of this report.
Identify and vet trainers	Staff and vendor support, supplies, volunteers, technology	January 1, 2018 – Ongoing	Roster of trained trainers for the Initiative	No progress as of this report.
Maintain certified trainer list	Staff support, time	January 1, 2018 – Ongoing	Roster of trained trainers for the Initiative	No progress as of this report.

## OUTCOME 1 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both)	Course rosters and certification lists; January 1, 2018 – July 31, 2018	TBD
% of certified trainers who have effectively conducted at least 1 training event to positive reviews	Training course data and evaluations; January 1, 2018 – July 31, 2018	TBD

**OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenario-driven workshops and events and resource awareness.**

- Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan
- Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth
- Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

**OUTCOME 2 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
Identify engagement opportunities through existing youth and parent programs and partnerships.	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018 – June 30, 2018	Engagement roster of agencies and groups	No progress as of this report.
Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July 1, 2018 – August 31, 2018	Workshop materials; workshop outcomes and evaluations	No progress as of this report.
Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July 1, 2018 – August 31, 2018	Workshop materials; workshop outcomes and evaluations	No progress as of this report.
Revise/adjust programs to account for pilot feedback	Staff and vendor support, technology, supplies	September 1, 2018 – October 31, 2018	Enhanced curriculum	No progress as of this report.
Conduct workshops in region, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	November 1, 2018 – July 31, 2019	Workshop materials; workshop outcomes and evaluations	No progress as of this report.

## OUTCOME 2 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results (Complete for Progress Report Only)
% increase in score from pre-test to post-test in workshops	Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program	TBD
% of course reviews that are positive (avg 4/5 out of 5)	Summary survey of course (both at the end of each workshop and consolidated monthly across the program)	TBD
# of social media engagement (likes, retweets, impressions)	Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period	TBD



## APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

Risk Identified	Likelihood of Risk Occurring (low/medium/high)	Risk Analysis (brief assessment of the impact the identified risk could/would have on the project)	Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires)
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<p>Negative public perception of the Houston CVE Training and Engagement Initiative</p>	<p>Medium</p>	<p>Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants.</p>	<ul style="list-style-type: none"> <li>- Conduct media campaign; get ahead of the message.</li> <li>- Respond swiftly and effectively to media inquiries regarding the program.</li> </ul>
<p>City of Houston procurement delays in selecting vendor</p>	<p>Medium</p>	<p>Procurement policies in Strategic Purchasing can in start up delays.</p>	<ul style="list-style-type: none"> <li>- Request sole source vendor for professional services.</li> <li>- Request expedited processing of purchasing requests due to the limited performance period of this grant.</li> </ul>
<p>Significant disaster impacts region, shifting focus from project to disaster response and recovery</p>	<p>Medium</p>	<p>A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members.</p>	<ul style="list-style-type: none"> <li>- Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do.</li> <li>- As a last resort, request an extension if project risk cannot be mitigated.</li> </ul>



**Counterering Violent Extremism (CVE)  
Grant Program  
(EMW-2016-CA-00158)**

**Federal Financial Report  
&  
Performance Progress Report  
Quarter Ending: Dec 2017**

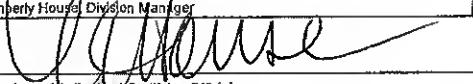
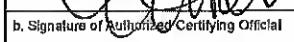


## Federal Emergency Management Agency Payment And Reporting System (PARS)


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### FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element (to which report is submitted)  U.S. Department of Homeland Security, Federal Emergency Management Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  EMW-2016-CA-00158		Page 1 of 1					
3. Recipient Organization (Name and complete address including zip code)  HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON, TX 77002 2528									
4a. DUNS Number  045761095	4b. EIN  746001164	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  50000026-2018 (CWE)	6. Report Type  <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual					
8. Project/Grant Period From: (Month, Day, Year) 08/01/2017	To: (Month, Day, Year) 07/31/2019	9. Reporting Period End Date (Month, Day, Year) 12/31/2017							
10. Transactions (Use lines e-g for single or multiple grant reporting)  Federal Cash (To report multiple grants, also use FFR Attachment): a. Cash Receipts b. Cash Disbursements c. Cash on Hand (line a minus b)				Cumulative					
(Use lines d-h for single grant reporting)  Federal Expenditures and Unobligated Balance: d. Total Federal funds authorized e. Federal share of expenditures f. Federal share of unliquidated obligations g. Total Federal share (sum of lines e and f) h. Unobligated balance of Federal funds (line d minus g)				500000.00 0.00 0.00 0.00 500000.00					
Recipient Share: i. Total recipient share required j. Recipient share of expenditures k. Remaining recipient share to be provided (line i minus j)				0.00 0.00 0.00					
Program Income: l. Total Federal program income earned m. Program income expended in accordance with the deduction alternative n. Program income expended in accordance with the addition alternative o. Unexpended program income (line l minus line m or line n)				0.00 0.00 0.00 0.00					
11. Indirect Expense		a. Type  <input checked="" type="checkbox"/>	b. Rate  0.0000	c. Period From  <input type="checkbox"/>	Period To  <input type="checkbox"/>	d. Base  <input type="checkbox"/>	e. Amount Charged  0.00	f. Federal Share  0.00	
		g. Totals:			0.00			0.00	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  <input type="text"/>									
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)									
b. Typed or Printed Name and Title of Authorized Certifying Official  Kimberly House, Division Manager  		c. Telephone (Area code, number and extension)  832-393-0930							
		d. Email address  kim.house@houstontx.gov							
b. Signature of Authorized Certifying Official  		e. Date Report Submitted (Month, Day, Year)  01/24/2018							
14. Agency use only:  <input type="text"/>									
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011									
<b>Paperwork Burden Statement</b> According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.									

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Funding Opportunity Name  
[FY 2016 Counteracting Violent Extremism Grants](#)

Organization  
[City of Houston, Mayor's Office of Public Safety & Homeland Security](#)

Reporting Period End Date  
[12/31/2017](#)

Due Date  
[01/30/2018](#)

### Attachments

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<a href="#">CVEProcess</a> <a href="#">(Dec2017).pdf</a>	Semi-annual report - Performance Report-De		Kimberly House	01/29/2018 22:51 -06:00	<a href="#">[Remove Attachment]</a>

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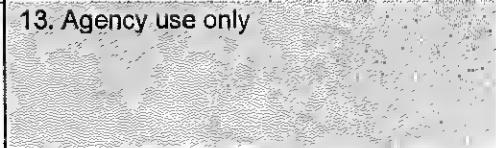
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Performance Report period (Jul-Dec 2017), the requirements for program reporting on the grant award have been updated and submitted, per attachment.

**PERFORMANCE PROGRESS REPORT  
SF-PPR**

Page	of Pages	
1. Federal Agency and Organization Element to Which Report is Submitted  DHS-Countering Violent Extremism Grant Program (CVE)	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  EMW-2016-CA-00158	3a. DUNS Number 045761095
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10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>  During this quarter, the City of Houston continued the procurement process with the Strategic Procurement Division. At the closure of this reporting period, proposals from qualified vendors were received by the City Secretary and an evaluation team was identified.  Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment).		
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		12d. Email Address dennis.storemski@houstontx.gov
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## OCP Project Implementation & Evaluation Plan

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Project Title	Houston Countering Violent Extremism (CVE) Training and Engagement Initiative
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Reporting Period:	Quarterly Report – October 1, 2017 – December 31, 2017

## **Project Goal Statement**

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
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**OUTCOME 1 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs <i>(Complete for Progress Report Only)</i>	Progress Reporting <i>(Complete for Progress Report Only)</i>
Complete procurement/vendor selection <sup>1</sup>	Scope of work; compliance with local, state, and federal procurement guidelines	August 1, 2017 – October 30, 2017 April 30, 2018	Executed contract with selected vendor	Developed Scope of Work and Request for Qualifications. Received proposals on 12/22/2017. Procurement, award of contract expected in April 2018.
Convene Houston Regional CVE Steering Committee <sup>2</sup>	Staff and vendor support, partner time and effort, supplies	August 1, 2017 – July 31, 2018	Meeting minutes and sign-in sheets; product reviews and feedback	Initial outreach made to Steering Committee members
Develop Curricula and Videos	Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario-based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies	November 1, 2017 - June 30, 2018	Empowered Parents Curriculum; Three Cities Curriculum; Resource Guides; videos and media support	No progress as of this report.

<sup>1</sup> This task is relevant to all project outcomes, but it is the first step in project implementation.

<sup>2</sup> This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Identify an approach for outreach to promote the program in the Greater Houston Region.	Staff and vendor support, technology, Steering Committee time and effort, media support/time	January 1, 2018 – June 30, 2018	Communications/media plan; program branding, media package	No progress as of this report.
Recruit potential trainers/facilitators through Steering Committee agencies and other partners	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018 – June 30, 2018	List of contact information for potential trainers	No progress as of this report.
Identify and vet trainers	Staff and vendor support, supplies, volunteers, technology	January 1, 2018 – Ongoing	Roster of trained trainers for the Initiative	No progress as of this report.
Maintain certified trainer list	Staff support, time	January 1, 2018 – Ongoing	Roster of trained trainers for the Initiative	No progress as of this report.

## OUTCOME 1 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both)	Course rosters and certification lists; January 1, 2018 – July 31, 2018	TBD
% of certified trainers who have effectively conducted at least 1 training event to positive reviews	Training course data and evaluations; January 1, 2018 – July 31, 2018	TBD

**OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenario-driven workshops and events and resource awareness.**

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services for parents with at-risk youth

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

OUTCOME 2 IMPLEMENTATION PLAN

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Identify engagement opportunities through existing youth and parent programs and partnerships.	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018 – June 30, 2018	Engagement roster of agencies and groups	No progress as of this report.
Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July 1, 2018 – August 31, 2018	Workshop materials; workshop outcomes and evaluations	No progress as of this report.
Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July 1, 2018 – August 31, 2018	Workshop materials; workshop outcomes and evaluations	No progress as of this report.
Revise/adjust programs to account for pilot feedback	Staff and vendor support, technology, supplies	September 1, 2018 – October 31, 2018	Enhanced curriculum	No progress as of this report.
Conduct workshops in region, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	November 1, 2018 – July 31, 2019	Workshop materials; workshop outcomes and evaluations	No progress as of this report.

## OUTCOME 2 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results (Complete for Progress Report Only)
% increase in score from pre-test to post-test in workshops	Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program	TBD
# of course reviews that are positive (avg 4/5 out of 5)	Summary survey of course (both at the end of each workshop and consolidated monthly across the program)	TBD
# of social media engagement (likes, retweets, impressions)	Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period	TBD

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## APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

Risk Identified	Likelihood of Risk Occurring (low/medium/high)	Risk Analysis (brief assessment of the impact the identified risk could/would have on the project)	Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires)
-----------------	--	---	---

<p>Negative public perception of the Houston CVE Training and Engagement Initiative</p>	<p>Medium</p>	<p>Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants.</p>	<ul style="list-style-type: none"> <li>- Conduct media campaign; get ahead of the message.</li> <li>- Respond swiftly and effectively to media inquiries regarding the program.</li> </ul>
<p>City of Houston procurement delays in selecting vendor</p>	<p>Medium</p>	<p>Procurement policies in Strategic Purchasing can result in start up delays. DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more.</p>	<ul style="list-style-type: none"> <li>- Request expedited processing of purchasing requests due to the limited performance period of this grant.</li> </ul>
<p>Significant disaster impacts region, shifting focus from project to disaster response and recovery</p>	<p>Medium</p>	<p>A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members.</p>	<ul style="list-style-type: none"> <li>- Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do.</li> <li>- As a last resort, request an extension if project risk cannot be mitigated.</li> </ul>

**Notes:**

- The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.



**Countering Violent Extremism (CVE)  
Grant Program  
(EMW-2016-CA-00158)**

**Federal Financial Report  
&  
Performance Progress Report  
Quarter Ending: Mar 2018**

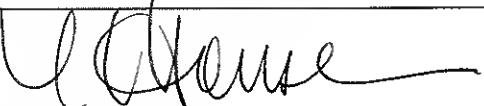


# Federal Emergency Management Agency Payment And Reporting System (PARS)


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[Grants Home](#)  
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[Add FFR/SF-425](#)

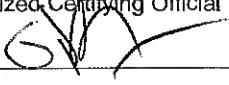
## FEDERAL FINANCIAL REPORT

*(Follow form Instructions)*

1. Federal Agency and Organizational Element to Which Report Is Submitted  U.S. Department of Homeland Security, Federal Emergency Management Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  EMW-2016-CA-00158		Page 1 of 1																					
3. Recipient Organization (Name and complete address including zip code)  HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON, TX 77002 2526																									
4a. DUNS Number  045761095	4b. EIN  746001164	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  50000026-2018 (CVE)	6. Report Type  <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual																					
8. Project/Grant Period From: (Month, Day, Year)  08/01/2017		To: (Month, Day, Year)  07/31/2019		9. Reporting Period End Date (Month, Day, Year)  3/31/2018																					
10. Transactions  (Use lines a-c for single or multiple grant reporting)  Federal Cash (To report multiple grants, also use FFR Attachment):  a. Cash Receipts b. Cash Disbursements c. Cash on Hand (line a minus b)																									
(Use lines d-o for single grant reporting)  Federal Expenditures and Unobligated Balance:  d. Total Federal funds authorized e. Federal share of expenditures f. Federal share of unliquidated obligations g. Total Federal share (sum of lines e and f) h. Unobligated balance of Federal funds (line d minus g)																									
Recipient Share:  i. Total recipient share required j. Recipient share of expenditures k. Remaining recipient share to be provided (line i minus j)																									
Program Income:  l. Total Federal program income earned m. Program income expended in accordance with the deduction alternative n. Program income expended in accordance with the addition alternative o. Unexpended program income (line l minus line m or line n)																									
11. Indirect Expense <table border="1" style="width: 100%;"><thead><tr><th>a. Type</th><th>b. Rate</th><th>c. Period From</th><th>Period To</th><th>d. Base</th><th>e. Amount Charged</th><th>f. Federal Share</th></tr></thead><tbody><tr><td>Indirect Expense</td><td>0.0000</td><td></td><td></td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td colspan="6" style="text-align: right;">g. Totals:</td><td>0.00</td></tr></tbody></table>					a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Indirect Expense	0.0000			0.00	0.00	0.00	g. Totals:						0.00
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share																			
Indirect Expense	0.0000			0.00	0.00	0.00																			
g. Totals:						0.00																			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  <input type="text"/>																									
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)																									
a. Typed or Printed Name and Title of Authorized Certifying Official  Kimberly House, Division Manager			c. Telephone (Area code, number and extension)  632-393-0930																						
d. Email address  kim.house@houstantx.gov			e. Date Report Submitted (Month, Day, Year)  04/24/2018																						
b. Signature of Authorized Certifying Official  																									
14. Agency use only:																									
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011																									
Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.																									

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**PERFORMANCE PROGRESS REPORT  
SF-PPR**

1. Federal Agency and Organization Element to Which Report is Submitted  DHS-Countering Violent Extremism Grant Program (CVE)	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  EMW-2016-CA-00158	Page _____ of _____ Pages	
4. Recipient Organization (Name and complete address including zip code)  City of Houston, Mayor's Office of Public Safety and Homeland Security 900 Bagby, 2nd Floor Houston, TX 77002		3a. DUNS Number 045761095  3b. EIN 746001164	
6. Project/Grant Period  Start Date: (Month, Day, Year)  08/01/2017		7. Reporting Period End Date  (Month, Day, Year)  03/31/2018	5. Recipient Identifying Number or Account Number  50000026-2018
		8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)
<p><b>10. Performance Narrative</b>    <i>(attach performance narrative as instructed by the awarding Federal Agency)</i></p> <p>During this quarter, the City of Houston continued the procurement process with the Strategic Procurement Division. An evaluation team reviewed proposals from vendors and made a vendor recommendation to the Director of Public Safety and Homeland Security. Council approval is pending.</p> <p>The City of Houston hired a Management Intern (30 hours/week) to conduct research activities and administrative programmatic work for the Houston CVE Training and Engagement Initiative. During this time, this team member has begun the development of a report evaluating domestic and international CVE program, looking at lessons learned and best practices, as well as the unique situations in each location that impacted its effectiveness.</p> <p>Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment).</p>			
<p><b>11. Other Attachments</b>    <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i></p> <p><b>12. Certification:</b> I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.</p>			
12a. Typed or Printed Name and Title of Authorized Certifying Official  George T. Buenik		12c. Telephone (area code, number and extension) 832-393-0975	
		12d. Email Address george.buenik@houstontx.gov	
12b. Signature of Authorized Certifying Official  		12e. Date Report Submitted (Month, Day, Year) 4/16/2018	
<p><b>13. Agency use only</b></p>			

## OCP Project Implementation & Evaluation Plan

You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

*In the Implementation Plan table:*

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

*In the Evaluation Plan table:*

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

*NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.*

Organization Name	City of Houston, Mayor's Office of Public Safety and Homeland Security
Project Title	Houston Counteracting Violent Extremism (CVE) Training and Engagement Initiative
Grant Number	EMW-2016-CA-00158
Grant Implementation Period:	August 1, 2017 – July 31, 2018
Reporting Period:	Quarterly Report – January 1, 2018 – March 31, 2018

### **Project Goal Statement**

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

### **Target Population**

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

**OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.**

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting and certification.

**OUTCOME 1 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
Complete procurement/vendor selection <sup>1</sup>	Scope of work; compliance with local, state, and federal procurement guidelines	August 1, 2017 – October 30, 2017 April 30, 2018*	Executed contract with selected vendor	Developed Scope of Work and Request for Qualifications. Received proposals on 12/22/2017. Procurement, award of contract expected in April 2018.
Convene Houston Regional CVE Steering Committee <sup>2</sup>	Staff and vendor support, partner time and effort, supplies	August 1, 2017 – May 1, 2018 – July 31, 2018	Meeting minutes and sign-in sheets; product reviews and feedback	Initial outreach made to Steering Committee members
Develop Curricula and Videos (+ seek and receive approval on materials from DHS)	Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario-based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies	November 1, 2017 – May 1, 2018 – June 30, 2018 August 31, 2018*	Empowered Parents Curriculum; Three Cities Curriculum; Resource Guides; videos and media support	No progress as of this report.

<sup>1</sup> This task is relevant to all project outcomes, but it is the first step in project implementation.

<sup>2</sup> This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Identify an approach for outreach to promote the program in the Greater Houston Region.	Staff and vendor support, technology, Steering Committee time and effort, media support/time	January 1, 2018 May 1, 2018– June 30, 2018 August 31, 2018*	Communications/media plan; program branding, media package	No progress as of this report.
Recruit potential trainers/facilitators through Steering Committee agencies and other partners	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018 May 1, 2018– June 30, 2018 August 31, 2018*	List of contact information for 40 potential trainers	No progress as of this report.
Identify and vet trainers	Staff and vendor support, supplies, volunteers, technology	January 1, 2018 May 1, 2018– Ongoing	Roster of 20 trained trainers for the Initiative	No progress as of this report.
Maintain certified trainer list	Staff support, time	January 1, 2018 May 1, 2018– Ongoing	Roster of 20 trained trainers for the Initiative	No progress as of this report.

## OUTCOME 1 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both)	Course rosters and certification lists; January 4, 2018 – May 1, 2018 – July December 31, 2018	TBD
% of certified trainers who have effectively conducted at least 1 training event to positive reviews	Training course data and evaluations; January 4, 2018 – May 1, 2018 – July December 31, 2018	TBD

\*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

**OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenario-driven workshops and events and resource awareness.**

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

**OUTCOME 2 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
Identify engagement opportunities through existing youth and parent programs and partnerships.	Staff and vendor support, technology, Steering Committee time and effort	January May 1, 2018 – June 30, 2018 July 31, 2019*	Engagement roster of agencies and groups	No progress as of this report.
Develop evaluation survey for curriculum and trainer/facilitator	Staff and vendor support, technology, Steering Committee time and effort	May 1, 2018 August 31, 2018	2 survey instruments	No progress as of this report.
Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July 1, 2018 – August 31, 2018	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July 1, 2018 – August 31, 2018	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Revise/adjust programs to account for pilot feedback	Staff and vendor support, technology, supplies	September 1, 2018 – October 31, 2018	Enhanced curriculum	No progress as of this report.
Conduct workshops in region, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	November 1, 2018 – July 31, 2019	Workshop materials; workshop outcomes and evaluations (12 workshops)	No progress as of this report.

## OUTCOME 2 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% increase in score from pre-test to post-test in workshops	Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program	TBD
% of workshop reviews that are positive (avg 4/5 out of 5)	Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program)	TBD
% of trainer/facilitator reviews that are positive (avg 4/5 out of 5)	Summary survey of (both at the end of each workshop and consolidated monthly across the program)	TBD
# of social media engagement (likes, retweets, impressions)	Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period	TBD

\*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

## APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

Risk Identified	Likelihood of Risk Occurring (low/medium/high)	Risk Analysis (brief assessment of the impact the identified risk could/would have on the project)	Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires)
Negative public perception of the Houston CVE Training and Engagement Initiative	Medium	Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants.	<ul style="list-style-type: none"> <li>- Conduct media campaign; get ahead of the message.</li> <li>- Respond swiftly and effectively to media inquiries regarding the program.</li> </ul>
City of Houston procurement delays in selecting vendor	Medium	<p>Procurement policies in Strategic Purchasing can result in startup delays.</p> <p>DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more.</p>	<ul style="list-style-type: none"> <li>- Request expedited processing of purchasing requests due to the limited performance period of this grant.</li> <li>-</li> </ul>
Significant disaster impacts region, shifting focus from project to disaster response and recovery	Medium	A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members.	<ul style="list-style-type: none"> <li>- Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do.</li> <li>- As a last resort, request an extension if project risk cannot be mitigated.</li> </ul>

**Notes:**

- The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.



**Counterering Violent Extremism (CVE)  
Grant Program  
(EMW-2016-CA-00158)**

**Federal Financial Report  
&  
Performance Progress Report  
Quarter Ending: Jun 2018**



# Federal Emergency Management Agency Payment And Reporting System (PARS)


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<b>FEDERAL FINANCIAL REPORT</b> (Follow form instructions)						
1. Federal Agency and Organizational Element to Which Report Is Submitted  U.S. Department of Homeland Security, Federal Emergency Management Agency			2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  EMW-2016-CA-00158			Page 1 of 1
3. Recipient Organization (Name and complete address including Zip code)  HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON, TX 77002 2526						
4a. DUNS Number  045761095	4b. EIN  746001164	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  50000026-2018 (CVE)	6. Report Type  <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year)  08/01/2017	To: (Month, Day, Year)  07/31/2019	9. Reporting Period End Date (Month, Day, Year)  08/30/2018			Cumulative	
10. Transactions (Use lines a-c for single or multiple grant reporting)  Federal Cash (To report multiple grants, also use FFR Attachment):						
a. Cash Receipts  2604.22	b. Cash Disbursements  2608.22	c. Cash on Hand (line a minus b)  0.00				
(Use lines d-o for single grant reporting)						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized  600000.00	e. Federal share of expenditures  11894.62	f. Federal share of unliquidated obligations  0.00	g. Total Federal share (sum of lines e and f)  11894.62	h. Unobligated balance of Federal funds (line d minus g)  488005.48		
Recipient Share:						
i. Total recipient share required  0.00	j. Recipient share of expenditures  0.00	k. Remaining recipient share to be provided (line i minus j)  0.00				
Program Income:						
l. Total Federal program income earned  0.00	m. Program income expended in accordance with the deduction alternative  0.00	n. Program income expended in accordance with the addition alternative  0.00	o. Unexpended program income (line l minus line m or line n)  0.00			
11. Indirect Expense  ✓ 0.0000	c. Period From  	Period To  	d. Base  0.00	e. Amount Charged  0.00	f. Federal Share  0.00	
g. Totals:  0.00 0.00 0.00						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  						
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official  Kimberly House, Division Manager				c. Telephone (Area code, number and extension)  832-393-0930		
b. Signature of Authorized Certifying Official  				d. Email address  kim.house@houstontx.gov		
				e. Date Report Submitted (Month, Day, Year)  07/24/2018		
f. Agency use only:						
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011						
<b>Paperwork Burden Statement</b> According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.						

**PERFORMANCE PROGRESS REPORT  
SF-PPR**

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted  DHS-Countering Violent Extremism Grant	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  EMW-2016-CA-00158	3a. DUNS Number  045761095	
4. Recipient Organization (Name and complete address including zip code)  City of Houston, Mayor's Office of Public Safety and Homeland Security 900 Bagby, 2nd Floor Houston, TX 77002		3b. EIN  746001164	
6. Project/Grant Period  Start Date: (Month, Day, Year)		7. Reporting Period End Date  (Month, Day, Year)	5. Recipient Identifying Number or Account Number  50000026-2018 (CVE)
09/01/2017	07/31/2019	06/30/2018	8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Report Frequency  <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)			

**10. Performance Narrative** (*attach performance narrative as instructed by the awarding Federal Agency*)

During this quarter, the City of Houston continued the procurement process with the Strategic Procurement Division. Strategic Procurement and the Legal Department developed a contract with the selected vendor. Council approval is pending.

The Management Intern (30 hours/week) continued research activities and administrative programmatic work for the Houston CVE Training and Engagement Initiative. During this reporting period, the intern has conducted research on domestic and international CVE programs and interviews with CVE experts, practitioners, academic experts, and intelligence analysts. She has worked with the FBI to understand extremist propaganda online and has developed materials to present the information. She has also prepared talking points for leadership related to the initiative.

Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment).

**11. Other Attachments** (*attach other documents as needed or as instructed by the awarding Federal Agency*)

**12. Certification:** I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12a. Typed or Printed Name and Title of Authorized Certifying Official  George T. Buenik, Director  	12c. Telephone (area code, number and extension)  832-393-0875
12b. Signature of Authorized Certifying Official	12d. Email Address  George.Buenik@houston.tx.gov
12e. Date Report Submitted (Month, Day, Year)  07/27/2018	
13. Agency use only	

## OCP Project Implementation & Evaluation Plan

You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each outcome in the PIEP, create an Implementation Plan table *and* an Evaluation Plan table. Please use the definitions provided in the PIEP guidance document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

### In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

### In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

**NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.**

Organization Name	City of Houston, Mayor's Office of Public Safety and Homeland Security
Project Title	Houston Countering Violent Extremism (CVE) Training and Engagement Initiative
Grant Number	EMW-2016-CA-00158
Grant Implementation Period:	August 1, 2017 – July 31, 2018
Reporting Period:	Quarterly Report – April 1, 2018 – June 30, 2018

## **Project Goal Statement**

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

## **Target Population**

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

**OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.**

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting and certification.

**OUTCOME 1 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
Complete procurement/vendor selection <sup>1</sup>	Scope of work; compliance with local, state, and federal procurement guidelines	August 1, 2017 – October 30, 2017 April 30, 2018* August 15, 2018	Executed contract with selected vendor	Developed Scope of Work and Request for Qualifications. Received proposals on 12/22/2017. Procurement, award of contract expected in April 2018.
Convene Houston Regional CVE Steering Committee <sup>2</sup>	Staff and vendor support, partner time and effort, supplies	August 1, 2017 May 1, 2018– July 31, 2018 September 15, 2018	Meeting minutes and sign-in sheets; product reviews and feedback	Initial outreach made to Steering Committee members
Develop Curricula and Videos (+ seek and receive approval on materials from DHS)	Staff and vendor support; research and development; adapted workshop material from existing frameworks, new, scenario-based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies	November 1, 2017 May September 1, 2018– June 30, 2018	Empowered Parents Curriculum; Three Cities Curriculum; Resource Guides; videos and media support	No progress as of this report.

<sup>1</sup> This task is relevant to all project outcomes, but it is the first step in project implementation.

<sup>2</sup> This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Identify an approach for outreach to promote the program in the Greater Houston Region.	Staff and vendor support, technology, Steering Committee time and effort, media support/time	December 31, 2018*	Communications/media plan; program branding, media package	No progress as of this report.
Recruit potential trainers/facilitators through Steering Committee agencies and other partners	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018–September 1, 2018–June 30, 2018 August 31, 2018–March 31, 2019*	List of contact information for 40 potential trainers	No progress as of this report.
Identify and vet trainers	Staff and vendor support, supplies, volunteers, technology	January 1, 2018–September 1, 2018–Ongoing	Roster of 20 trained trainers for the Initiative	No progress as of this report.
Maintain certified trainer list	Staff support, time	January 1, 2018–September 1, 2018–Ongoing	Roster of 20 trained trainers for the Initiative	No progress as of this report.

## OUTCOME 1 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both)	Course rosters and certification lists; January 1, 2018 – May 1, 2018 – July December 31, 2018	TBD
% of certified trainers who have effectively conducted at least 1 training event to positive reviews	Training course data and evaluations; January 1, 2018 – May 1, 2018 – July December 31, 2018	TBD

\*Dates adjusted due to procurement delays and Hurricane Harvey recovery. We expect to have an executed contract before August 15, 2018. Our procurement process is nearly complete, and we expect to receive City Council approval in late July or early August.

**OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenario-driven workshops and events and resource awareness.**

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

**OUTCOME 2 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
Identify engagement opportunities through existing youth and parent programs and partnerships.	Staff and vendor support, technology, Steering Committee time and effort	January May September 1, 2018 – June 30, 2018 July 31, 2019*	Engagement roster of agencies and groups	No progress as of this report.
Develop evaluation survey for curriculum and trainer/facilitator	Staff and vendor support, technology, Steering Committee time and effort	May September 1, 2018–August December 31, 2018	2 survey instruments	No progress as of this report.
Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July October 1, 2018 – August December 31, 2018	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July October 1, 2018 – August December 31, 2018	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Revise/adjust programs to account for pilot feedback	Staff and vendor support, technology, supplies	September 1, 2018 – October 31, 2018 January 1, 2019 – February 28, 2019	Enhanced curriculum	No progress as of this report.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	(Complete for Progress Report Only)
Conduct workshops in region, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	November 1, 2018 – July 31, 2019 March 1, 2019 – July 31, 2019	Workshop materials; workshop outcomes and evaluations (12-6 workshops)	No progress as of this report.

## OUTCOME 2 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% increase in score from pre-test to post-test in workshops	Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program	TBD
% of workshop reviews that are positive (avg 4/5 out of 5)	Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program)	TBD
% of trainer/facilitator reviews that are positive (avg 4/5 out of 5)	Summary survey of (both at the end of each workshop and consolidated monthly across the program)	
# of social media engagement (likes, retweets, impressions)	Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period	TBD

\*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

## APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

Risk Identified	Likelihood of Risk Occurring (low/medium/high)	Risk Analysis (brief assessment of the impact the identified risk could/would have on the project)	Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires)
Negative public perception of the Houston CVE Training and Engagement Initiative	Medium	Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants.	<ul style="list-style-type: none"> <li>- Conduct media campaign; get ahead of the message.</li> <li>- Respond swiftly and effectively to media inquiries regarding the program.</li> </ul>
City of Houston procurement delays in selecting vendor	Medium	<p>Procurement policies in Strategic Purchasing can result in startup delays.</p> <p>DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more.</p>	<ul style="list-style-type: none"> <li>- Request expedited processing of purchasing requests due to the limited performance period of this grant.</li> </ul>
Significant disaster impacts region, shifting focus from project to disaster response and recovery	Medium	A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members.	<ul style="list-style-type: none"> <li>- Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do.</li> <li>- As a last resort, request an extension if project risk cannot be mitigated.</li> </ul>

Notes:

- The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.



**Countering Violent Extremism (CVE)  
Grant Program  
(EMW-2016-CA-00158)**

Federal Financial Report  
&  
Performance Progress Report  
Quarter Ending: Sep 2018



## Federal Emergency Management Agency Payment And Reporting System (PARS)


[Main](#) | [Grants](#)
[Main Menu](#) | [Help](#) | [Logout](#)
**PARS Maintenance**
[Grants Home](#)  
[Grants List](#)
**FFR/SF-425 Maintenance****Browse Mode** FFR/SF-425[Add FFR/SF-425](#)**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  U.S. Department of Homeland Security, Federal Emergency Management Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  EMW-2016-CA-00158		Page 1 of 1
3. Recipient Organization (Name and complete address including Zip code)  HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON, TX 77002 2526				
4a. DUNS Number  045761095	4b. EIN  746001164	5. Recipient Account Number or Identifying Number (To report multiple grants, use FTR Attachment)  50000026-2018 (CVE)	6. Report Type  <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)  08/01/2017		To: (Month, Day, Year)  07/31/2019	9. Reporting Period End Date (Month, Day, Year)  09/30/2018	
10. Transactions (Use lines a-c for single or multiple grant reporting) Federal Cash (To report multiple grants, also use FFR Attachment): a. Cash Receipts b. Cash Disbursements c. Cash on Hand (line a minus b)				Cumulative
d. Total Federal funds authorized e. Federal share of expenditures f. Federal share of unliquidated obligations g. Total Federal share (sum of lines e and f) h. Unobligated balance of Federal funds (line d minus g)				11994.52 11994.57 0.00 500000.00 22443.93 399450.00 421873.83 78126.17
Recipient Share: i. Total recipient share required j. Recipient share of expenditures k. Remaining recipient share to be provided (line i minus j)				0.00 0.00 0.00
Program Income: l. Total Federal program income earned m. Program income expended in accordance with the deduction alternative n. Program income expended in accordance with the addition alternative o. Unexpended program income (line l minus line m or line n)				0.00 0.00 0.00 0.00
11. Indirect Expense a. Type b. Rate c. Period From d. Period To e. Amount Charged f. Federal Share		0.0000	0.00	0.00
		g. Totals:	0.00	0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:				
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)				
a. Typed or Printed Name and Title of Authorized Certifying Official  Kimberly House, Division Manager		c. Telephone (Area code, number and extension)  832-393-0930		
b. Signature of Authorized Certifying Official  		d. Email address  klm.house@houstontx.gov		
e. Date Report Submitted (Month, Day, Year)  10/18/2018		14. Agency use only:		
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011				
Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.				

(50)

**PERFORMANCE PROGRESS REPORT**  
**SF-PPR**

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted  DHS-Countering Violent Extremism Grant Program (CVE) <span style="border: 1px solid black; padding: 2px;">+</span>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  EMW-2016-CA-00158	3a. DUNS Number  045761095	
		3b. EIN  746001164	
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6. Project/Grant Period  Start Date: (Month, Day, Year)		7. Reporting Period End Date  (Month, Day, Year)	8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
08/01/2017	End Date: (Month, Day, Year)  07/31/2019	09/30/2018	9. Report Frequency  <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)

**10. Performance Narrative** (*attach performance narrative as instructed by the awarding Federal Agency*)

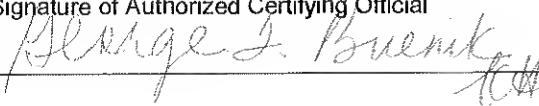
During this quarter, the City of Houston approved a contract with a professional services vendor. The initial internal kickoff meeting was held August 20, 2018 and the first Steering Committee meeting was held September 13, 2018.

The Management Intern (30 hours/week) continued research activities and administrative programmatic work for the Houston CVE Training and Engagement Initiative. During this reporting period, the intern has conducted research on domestic and international CVE programs and conducted interviews with CVE experts, practitioners, academic experts, and intelligence analysts. She has also coordinated with other CVE grantees.

Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment).

**11. Other Attachments** (*attach other documents as needed or as instructed by the awarding Federal Agency*)

**12. Certification:** I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12a. Typed or Printed Name and Title of Authorized Certifying Official  George T. Buenik	12c. Telephone (area code, number and extension) 832-393-0975
	12d. Email Address george.buenik@houstontx.gov
12b. Signature of Authorized Certifying Official  	12e. Date Report Submitted (Month, Day, Year) 10/01/2018
13. Agency use only	

## OCP Project Implementation & Evaluation Plan

You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each outcome in the PTEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

### In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
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### In the Evaluation Plan table:

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- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

**NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.**

Organization Name	City of Houston, Mayor's Office of Public Safety and Homeland Security
Project Title	Houston Countering Violent Extremism (CVE) Training and Engagement Initiative
Grant Number	EMW-2016-CA-00158
Grant Implementation Period:	August 1, 2017 – July 31, 2018
Reporting Period:	Quarterly Report – July 1, 2018 – September 30, 2018

## Project Goal Statement

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

## Target Population

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

**OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.**

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting and certification.

**OUTCOME 1 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Complete procurement/vendor selection <sup>1</sup>	Scope of work; compliance with local, state, and federal procurement guidelines	August 1, 2017 – October 30, 2017 April 30, 2018** August 15, 2018 July 24, 2018	Executed contract with selected vendor	Vendor selection complete. Project kickoff meeting (internal) was held on August 20, 2018, following City Council approval of the contract on July 24, 2018.
Convene Houston Regional CVE Steering Committee <sup>2</sup>	Staff and vendor support, partner time and effort, supplies	August 1, 2017 May 1, 2018 July 31, 2018 September 15, 2018 September 13, 2018	Meeting minutes and sign-in sheets; product reviews and feedback	Initial Steering Committee Meeting was held on September 13, 2018.
Develop Curricula and Videos (+ seek and receive approval on	Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario-	November 1, 2017 May	Empowered Parents Curriculum; Three Cities Curriculum;	No progress as of this report.

<sup>1</sup> This task is relevant to all project outcomes, but it is the first step in project implementation.

<sup>2</sup> This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
materials from DHS)	based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies	September 1, 2018–June 30, 2018 December 31, 2018 January 31, 2019	Resource Guides; videos and media support	No progress as of this report.
Identify an approach for outreach to promote the program in the Greater Houston Region.	Staff and vendor support, technology, Steering Committee time and effort, media support/time	January 1, 2018–September 1, 2018–June 30, 2018 August 31, 2018 March 31, 2019*	Communications/media plan; program branding, media package	No progress as of this report.
Recruit potential trainers/facilitators through Steering Committee agencies and other partners	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018–September 1, 2018–June 30, 2018 August 31, 2018 March 31, 2019*	List of contact information for 40 potential trainers	No progress as of this report.
Identify and vet trainers	Staff and vendor support, supplies, volunteers, technology	January 1, 2018–September 1, 2018–Ongoing	Roster of 20 trained trainers for the Initiative	No progress as of this report.
Maintain certified trainer list	Staff support, time	January 1, 2018–September	Roster of 20 trained trainers for the Initiative	No progress as of this report.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
		1, 2018–Ongoing		

## OUTCOME 1 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both)	Course rosters and certification lists; January 1, 2018–May 1, 2018–July December 31, 2018 September 1, 2018 – March 31, 2019	TBD
% of certified trainers who have effectively conducted at least 1 training event to positive reviews	Training course data and evaluations; January 1, 2018–May 1, 2018–July December 31, 2018 September 1, 2018 – March 31, 2019	TBD

\*Dates adjusted due to procurement delays and Hurricane Harvey recovery. We expect to have an executed contract before August 15, 2018. Our procurement process is nearly complete, and we expect to receive City Council approval in late July or early August.

**OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenario-driven workshops and events and resource awareness.**

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

**OUTCOME 2 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
Identify engagement opportunities through existing youth and parent programs and partnerships.	Staff and vendor support, technology, Steering Committee time and effort	January May September 1, 2018 – June 30, 2018 July 31, 2019*	Engagement roster of agencies and groups	No progress as of this report.
Develop evaluation survey for curriculum and trainer/facilitator	Staff and vendor support, technology, Steering Committee time and effort	May September 1, 2018 – August December 31, 2018	2 survey instruments	No progress as of this report.
Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July October 1, 2018 – August December 31, 2018	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July October 1, 2018 – August December 31, 2018	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Revise/adjust programs to account for pilot feedback	Staff and vendor support, technology, supplies	September 1, 2018 – October 31, 2018 January 1, 2019 – February 28, 2019	Enhanced curriculum	No progress as of this report.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	(Complete for Progress Report Only)
Conduct workshops in region, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	November 1, 2018 – July 31, 2019 March 1, 2019 – July 31, 2019	Workshop materials; workshop outcomes and evaluations (12-6 workshops)	No progress as of this report.

## OUTCOME 2 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% increase in score from pre-test to post-test in workshops	Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program	TBD
% of workshop reviews that are positive (avg 4/5 out of 5)	Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program)	TBD
% of trainer/facilitator reviews that are positive (avg 4/5 out of 5)	Summary survey of (both at the end of each workshop and consolidated monthly across the program)	TBD
# of social media engagement (likes, retweets, impressions)	Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period	TBD

\* Dates adjusted due to procurement delays and Hurricane Harvey recovery.

## APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

Risk Identified	Likelihood of Risk Occurring (low/medium/high)	Risk Analysis (brief assessment of the impact the identified risk could/would have on the project)	Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires)
Negative public perception of the Houston CVE Training and Engagement Initiative	Medium	Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants.	<ul style="list-style-type: none"> <li>- Conduct media campaign; get ahead of the message.</li> <li>- Respond swiftly and effectively to media inquiries regarding the program.</li> </ul>
City of Houston procurement delays in selecting vendor	Medium	<p>Procurement policies in Strategic Purchasing can result in startup delays.</p> <p>DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more.</p>	<ul style="list-style-type: none"> <li>- Request expedited processing of purchasing requests due to the limited performance period of this grant.</li> </ul>
Significant disaster impacts region, shifting focus from project to disaster response and recovery	Medium	A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members.	<ul style="list-style-type: none"> <li>- Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do.</li> <li>- As a last resort, request an extension if project risk cannot be mitigated.</li> </ul>

**Notes:**

- The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.

Project Output	Output Detail	Date	Participant Type 1 Number necessary)	Participant Type 2 {if necessary}	Participant Type 3 {if necessary}	Participant Type 4 {if necessary}	Number	All Other Participants	Total Participants or Audience
Mentoring session	EXAMPLE: Session 2 of Family mentoring Program	1/5/2018 Young Adult/Student	Parent of Youth or Young Adult (Ages 12-26)	25	Percent of Youth or Young Adult (Ages 12-26)	Teachers/ School staff / Educators	10	30	
Recreation/sports/cultural event	EXAMPLE: Community Potluck Kickoff Meeting	1/21/2018 Young Adult/Student	20 Police/Law Enforcement	Percent of Youth or Young Adult (Ages 12-26)	Teachers/ School staff / Educators	7	47		
Training curriculum	EXAMPLE: Community Awareness and Engagement training completed	1/30/2018	Faith Leaders/ Religious leaders	5 Social Service Providers	4 Activities/Advocates	3	4	41	0
Education/training/ skill development / workshop	EXAMPLE: Community Awareness and Engagement training conducted in Springfield	2/5/2018 General Community Audience	25 leaders	5 Mental Health Providers	20 Faith Leaders/ Religious leaders	20	40	325	
Newsletter	EXAMPLE: Email newsletter sent to stakeholders	1/15/2018 12-26	Percent of Youth or Young Adult (Ages 12-26)	200 Police/Law Enforcement	Mental/Behavioral Health Providers	25	40		
Convening or Advisory Group/Community Coalition/Subject Matter Experts	Government Representatives [local, State, Federal, Tribal]	9/13/2018 Initial Steering Committee Meeting	4 Activities/Advocates	3 Providers	Faith Leaders/ Religious leaders	2	3	14	

Digital Output		Output Detail		Unique or Induced Experience		Description		Date Launched	Total Engagement	WEBSITE Total Number of Unique Views	WEBSITE Total Number of Unique Visits (in Month)	FACEBOOK Total Number of Friends	FACEBOOK Total Number of Posts	FACEBOOK Total number of Shares	FACEBOOK Total Impressions	FACEBOOK Total number of Comments	FACEBOOK Total number of Likes	FACEBOOK Total Engagement	FACEBOOK Monthly Use
Specify Content based on Main Website	New Video featuring Jon Smith posted to unamericanpeople.org	Captures a specific video provided by AmericanPeople.org	Video (Please specify)	N/A	Not applicable	Not applicable	1/15/2018	3,310,00	1,540	1,200									
Main Website	www.analyticsforbrandsopedia.com	Website analytics for AmericanPeople.org brand	Website	N/A	Activity using various platforms of AmericanPeople.org brand	Activity using various platforms of AmericanPeople.org brand	5/25/2017	12,000,00	48,000										
Coordinated Campaign	sunitedforencore Kampala for americanPeople.org	Participate in a campaign for AmericanPeople.org	Unsure	N/A	Unsure	Unsure	2/15/2017	27,510,00			2,000	15	1,540	6,000	1,200	1,200	1,200	1,200	
Attribution	sunitedforencore Kampala for americanPeople.org	Participate in a campaign for AmericanPeople.org	Unsure	Unsure	Unsure	Unsure	5/26/2018	17,020,00											
Other (Specify)	Participate in a campaign for americanPeople.org	Participate in a campaign for AmericanPeople.org	Unsure					3,450,00											

Digital Output		Output Detail		Unique on Incidid Elsewhere		Description		Date Launched	Total Engagement	Instagram: Number of Followers	Instagram: Total number of Posts	Instagram: Total number of Impressions	Instagram: Total number of Comments from Followers	Instagram: Total number of Likes from Followers	Instagram: Total number of Hashing use
Specific Content hosted on Main Website	New Video featuring Jane Smith posted to americanforpeace.org	Included in other entry (please specify)	Captured in social media metrics for Americans for Peace and website analytics for americanforpeace.org	1/15/2015	8,810.00										
Main Website	web endpoints for americanforpeace.org	Unique	NA	8/15/2017	18,400.00										
Coordinated Campaign	Activity using various platforms of Americans for Peace brand	Unique	NA	8/15/2017	27,410.00	500	20	25	10,000	6,000					
#hashing	americansforpeace campaign for memorial day	Unique		5/26/2018	12,300.00				3,000						6,600
Other (specify)	Participate town hall for holidays	Unique			3,500.00										

Digital Output	Subject/Detail	Unique # Included Excluding	Description	Date Launched	TOTAL ENGAGEMENT	TWITTER: Number of Followers	TWITTER: Total Number of Tweets	TWITTER: Total Impressions	TWITTER: Total Number of Likes	TWITTER: Total Retweets	TWITTER: Total Engagements
Specific Content hosted on Main Website	New Video featuring Jane Smith posted to americansforpeace.org	Included in other entry (Leave specify)	Captured in social media metrics for Americans for Peace and website analytics for americansforpeace.org	1/15/2016	5,810.00						
Main Website	Activity using various platforms of americansforpeace.org brand	Unique	NA	8/15/2017	18,000.00						
Coordinated Campaign	#hashtag	Unique	NA	9/15/2017	27,620.00	520					
Other (Specify)	Periscope Town Hall for holidays	Unique		5/28/2018	17,300.00		1,500			200	6,000

Digital Output	Output Detail	Unique e/Included Electricty	Description	Date Launched	Total Engagement	YouTube Views	Other Video Views	Other Metric 1 Description	Other Metric 2 Description	Other Metric 3 Description
Specific Content hosted on Main Website	New video featuring Jane Smith posted to americanforpeace.org	Included in other e/Included Electricty	Concerned w social media metrics for Americans for Peace and website analytics for americanforpeace.org	1/15/2018	\$5,500.00	5000	1110			
Main Website	web analytics for americanforpeace.org	Unique	N/A	8/15/2017	18,000.00					
Coordinated Campaign	Activity using various platforms of American for Peace brand	Unique	N/A	8/15/2017	22,510.00					
#hashtag	#unitofpeace campaign for memorial day	Unique		5/29/2018	17,300.00					
Other (Specify)	Participate in own batt for holidays	Unique			3,500.00	3300	Periscope viewers	Periscope Channel / 200 Subscribers		

<b>Partner Type</b>	<b>Detail</b>	<b>Number Existing</b>	<b>Number New</b>	<b>Total</b>
Institutes of Higher Education		1	0	1
Activists/ Advocates		1	0	1
Other CVE Grant Program Recipients		2	0	2
Faith/Religious Leaders		2	1	3
Local Government Service Providers		3	0	3
State Government Service Providers		0	0	0
Non-governmental Service Providers		1	0	1
Local Police/Law Enforcement Agencies		2	0	2
State Police/Law Enforcement Agencies		0	0	0
Federal Law Enforcement Agencies		1	0	1
Federal Agencies/Representatives - Non-Law Enforcement		1	0	1
Cultural Organizations		1	1	2
Small Businesses		0	1	1
Large Businesses/Corporations		1	0	1
Social Media/Marketing/Tech Companies		0	0	0
Charities, Private Foundations		5	0	5
Schools		0	1	1
International Organizations/Foreign Governments		0	0	0
Key Influencers		1	0	1

<b>***Event***</b>	<b>***Audience***</b>
Education/Training/Skill Development/Workshop	Young Adult/Student Parent of Youth or Young Adult (Ages 12-26)
Train-the-Trainer	General Community Audience
Mentoring Session	Police/Law Enforcement
Symposium/Conference	Teachers/School Staff / Educators
Community Outreach or Engagement	Faith Leaders/ Religious leaders
Recreation/Sports/Cultural Events/Engagement	Youth Workers
Convening of Advisory Group/Community Coalition/Subject Matter Experts	Mental/Behavioral Health Providers
Other Event Specific)	Social Service Providers
<b>****Materials Produced***</b>	Other Service providers
Newsletter	Public Health Professionals
Website Content	Other Front Line Workers (non-government)
Hosted Content	Other Front Line Workers (government)
Social Media Campaign Launched	Government Representatives (Local, State, Federal, Tribal)
Training Curriculum	Neighborhood or Community Association Leader/Representative
Outreach Materials	Activists/Advocates
Other Material (specify)	Business Owners/Entrepreneurs
	Terrorism Victims/Survivors
	Volunteers

<b>Institutes of Higher Education</b>	Main Website
<b>Activists/ Advocates</b>	Specific Content hosted on Main Website
<b>Other CIVF Grant Program Recipients</b>	#hashtag
<b>Faith/Religious Leaders</b>	Coordinated Campaign
<b>Local Government/Service Providers</b>	Single Platform Campaign
<b>State Government/Service Providers</b>	Other (specify)
<b>Non-governmental Service Providers</b>	
<b>Local Police/Law Enforcement Agencies</b>	
<b>State Police/Law Enforcement Agencies</b>	
<b>Federal Law Enforcement Agencies</b>	
<b>Federal Agencies/Representatives - Non-Law Enforcement</b>	
<b>Cultural Organizations</b>	
<b>Small Businesses</b>	
<b>Large Businesses/Corporations</b>	
<b>Social Media/Marketing/Tech Companies</b>	
<b>Charities/ Private Foundations</b>	
<b>Schools</b>	
<b>International Organizations/Foreign Governments</b>	
<b>Key Influencers</b>	
<b>Other (Please Specify)</b>	

Unique  
Included in other entry (please specify)



**Countering Violent Extremism (CVE)  
Grant Program  
(EMW-2016-CA-00158)**

**Federal Financial Report  
&  
Performance Progress Report  
Quarter Ending: Dec 2018**

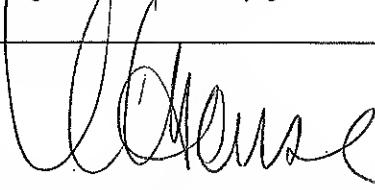


# Federal Emergency Management Agency Payment And Reporting System (PARS)


[Main](#)   [Grants](#)
[Main Menu](#) | [Help](#) | [Logout](#)
**PARS****FFR/SF-425 Maintenance**
**Maintenance** [Browse Mode](#) [FFR/SF-425](#)  
[Grants Home](#) [Add FFR/SF-425](#)
[Grants List](#)**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report Is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of 1				
U.S. Department of Homeland Security, Federal Emergency Management Agency		EMW-2016-CA-00158						
3. Recipient Organization (Name and complete address including Zip code)								
HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON, TX 77002 2526								
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting				
045761095	746001164	50000026-2018 (CVE)	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual				
8. Project/Grant Period From: (Month, Day, Year) 08/01/2017		To: (Month, Day, Year) 07/31/2019	9. Reporting Period End Date (Month, Day, Year) 12/31/2018					
Cumulative								
(Use lines e-c for single or multiple grant reporting)								
Federal Cash (To report multiple grants, also use FFR Attachment):								
e. Cash Receipts	22443.83							
b. Cash Disbursements	22443.83							
c. Cash on Hand (line a minus b)	0.00							
(Use lines d-o for single grant reporting)								
Federal Expenditures and Unobligated Balance:								
d. Total Federal funds authorized	500000.00							
e. Federal share of expenditures	83671.25							
f. Federal share of unliquidated obligations	0.00							
g. Total Federal share (sum of lines e and f)	83671.25							
h. Unobligated balance of Federal funds (line d minus g)	416328.75							
Recipient Share:								
i. Total recipient share required	0.00							
j. Recipient share of expenditures	0.00							
k. Remaining recipient share to be provided (line i minus j)	0.00							
Program Income:								
l. Total Federal program income earned	0.00							
m. Program income expended in accordance with the deduction alternative	0.00							
n. Program income expended in accordance with the addition alternative	0.00							
o. Unexpended program income (line l minus line m or line n)	0.00							
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share		
11. Indirect Expense	1 ▼	0.0000		0.00	0.00	0.00		
g. Totals:						0.00	0.00	0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:								
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)								
a. Typed or Printed Name and Title of Authorized Certifying Official			c. Telephone (Area code, number and extension)					
Kimberly House, Division Manager			832-393-0930					
d. Email address			klm.house@houstontx.gov					

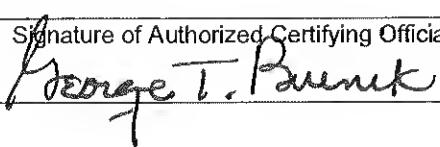
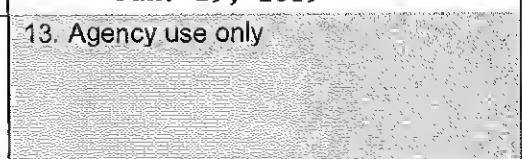
b/Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year) 01/14/2019
14. Agency use only:	
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011	
<b>Paperwork Burden Statement</b> According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.	

**SUBMIT****RESET**

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**PERFORMANCE PROGRESS REPORT  
SF-PPR**

		Page _____ of Pages _____
<b>1. Federal Agency and Organization Element to Which Report is Submitted</b> DHS-Countering Violent Extremism Grant Program (CVE)	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b> EMW-2016-CA-00158	3a. DUNS Number 045761095
<b>4. Recipient Organization (Name and complete address including zip code)</b> City of Houston, Mayor's Office of Public Safety and Homeland Security 900 Bagby, 2nd Floor Houston, TX 77002		5. Recipient Identifying Number or Account Number  50000026-2018
<b>6. Project/Grant Period</b> Start Date: (Month, Day, Year) 08/01/2017	<b>7. Reporting Period End Date</b> End Date: (Month, Day, Year) 07/31/2019	<b>8. Final Report?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>9. Report Frequency</b> <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)
<b>10. Performance Narrative</b> (attach performance narrative as instructed by the awarding Federal Agency)  <p>During this quarter, the City of Houston, through the contracted professional services vendor, has conducted: 2 Steering Committee meetings, 29 in-depth interview (IDI), 6 small group interviews (SGI), 20 meetings with key community resources, and 9 focus group sessions.</p> <p>Two members of the project team traveled to Denver, CO to view first-hand their CVE training sessions and community outreach efforts.</p> <p>Additionally, City of Houston staff continued research activities and administrative programmatic work for the Training and Engagement Initiative, research on domestic and international CVE programs, interviews with CVE experts, practitioners, academic experts, and intelligence analysts.</p>		
<b>11. Other Attachments</b> (attach other documents as needed or as instructed by the awarding Federal Agency)		
<b>12. Certification:</b> I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
<b>12a. Typed or Printed Name and Title of Authorized Certifying Official</b> George T. Buenik, Director		12c. Telephone (area code, number and extension) 832-393-0975
<b>12b. Signature of Authorized Certifying Official</b> 		12d. Email Address george.buenik@houstontx.gov
<b>12e. Date Report Submitted (Month, Day, Year)</b> Jan. 29, 2019		<b>13. Agency use only</b> 

## OCP Project Implementation & Evaluation Plan

You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

### In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

### In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

**NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.**

Organization Name	City of Houston, Mayor's Office of Public Safety and Homeland Security
Project Title	Houston Countering Violent Extremism (CVE) Training and Engagement Initiative
Grant Number	EMW-2016-CA-00158
Grant Implementation Period:	August 1, 2017 – July 31, 2019
Reporting Period:	Quarterly Report – October 1, 2018 – December 31, 2018

## **Project Goal Statement**

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

## **Target Population**

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

**OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.**

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting and certification.

**OUTCOME 1 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Complete procurement/vendor selection <sup>1</sup>	Scope of work; compliance with local, state, and federal procurement guidelines	August 1, 2017 – October 30, 2017 April 30, 2018* August 15, 2018 July 24, 2018	Executed contract with selected vendor	Vendor selection complete. Project kickoff meeting (internal) was held on August 20, 2018, following City Council approval of the contract on July 24, 2018.
Convene Houston Regional CVE Steering Committee <sup>2</sup>	Staff and vendor support, partner time and effort, supplies	August 1, 2018 – July 31, 2018 September 15, 2018 September 13, 2018	Meeting minutes and sign-in sheets; product reviews and feedback	Initial Steering Committee Meeting was held on September 13, 2018.
Develop Curricula and Videos (+ seek and receive approval on	Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario-	November 1, 2017 May	Empowered Parents Curriculum; Three Cities Curriculum;	Curriculum development is currently underway.

<sup>1</sup> This task is relevant to all project outcomes, but it is the first step in project implementation.

<sup>2</sup> This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Materials from DHS	based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies	September 1, 2018–June 30, 2018 December 31, 2018 January 31, 2019	Resource Guides; videos and media support	* Significant progress has been made in contacting a wide range of subject matter experts, religious and community leaders, and other service providers that could assist in promoting the program.
Identify an approach for outreach to promote the program in the Greater Houston Region.	Staff and vendor support, technology, Steering Committee time and effort, media support/time	January 1, 2018–September 1, 2018–June 30, 2018 August 31, 2018 March 31, 2019*	Communications/media plan; program branding, media package	Significant progress has been made in contacting a wide range of subject matter experts, religious and community leaders, and other service providers that could assist in promoting the program.
Recruit potential trainers/facilitators through Steering Committee agencies and other partners	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018–September 1, 2018–June 30, 2018 August 31, 2018 March 31, 2019*	List of contact information for 40 potential trainers	Potential trainers are being identified and recruited through community outreach and engagement efforts.
Identify and vet trainers	Staff and vendor support, supplies, volunteers, technology	January 1, 2018–September 1, 2018–Ongoing	Roster of 20 trained trainers for the Initiative	Several individuals are currently being vetted for roles as community trainers.
Maintain certified trainer list	Staff support, time	January 1, 2018–September	Roster of 20 trained trainers for the Initiative	No progress as of this report.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
		1, 2018–Ongoing		

#### OUTCOME 1 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both)	Course rosters and certification lists; January 1, 2018 – May 1, 2018 – July December 31, 2018 September 1, 2018 – March 31, 2019	TBD
% of certified trainers who have effectively conducted at least 1 training event to positive reviews	Training course data and evaluations; January 1, 2018 – May 1, 2018 – July December 31, 2018 September 1, 2018 – March 31, 2019	TBD

\* Dates adjusted due to procurement delays and Hurricane Harvey recovery.

**OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenario-driven workshops and events and resource awareness.**

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

**OUTCOME 2 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Identify engagement opportunities through existing youth and parent programs and partnerships.	Staff and vendor support, technology, Steering Committee time and effort	January May September 1, 2018 – June 30, 2018 July 31, 2019*	Engagement roster of agencies and groups	List of opportunities, when identified through the community outreach efforts, is being compiled for future use.
Develop evaluation survey for curriculum and trainer/facilitator	Staff and vendor support, technology, Steering Committee time and effort	May September 1, 2018–August December 31, 2018 January 31, 2019	2 survey instruments	No progress as of this report.
Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology supplies	July October 1, 2018 – August December 31, 2018 March 31, 2019	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology supplies	July October 1, 2018 – August December 31, 2018 March 31, 2019	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Revise/adjust programs to account for pilot feedback	Staff and vendor support, technology,	September 1, 2018	Enhanced curriculum	No progress as of this report.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	(Complete for Progress Report Only)
	supplies	October 31, 2018 January 1, 2019 February 28, 2019 April 30, 2019		
Conduct workshops in region, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology supplies	November 1, 2018 – July 31, 2019 March 1, 2019 – July 31, 2019	Workshop materials; workshop outcomes and evaluations (12-6 workshops)	No progress as of this report.

## OUTCOME 2 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% increase in score from pre-test to post-test in workshops	Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program	TBD
% of workshop reviews that are positive (avg 4/5 out of 5)	Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program)	TBD
% of trainer/facilitator reviews that are positive (avg 4/5 out of 5)	Summary survey of (both at the end of each workshop and consolidated monthly across the program)	
# of social media engagement (likes, retweets, impressions)	Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period	

\*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

## APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

Risk Identified	Likelihood of Risk Occurring (Low/Medium/High)	Risk Analysis (Brief assessment of the impact the identified risk could/would have on the project)	Risk Management Plan (Plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires)
Negative public perception of the Houston CVE Training and Engagement Initiative	Medium	Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants.	<ul style="list-style-type: none"> <li>- Conduct media campaign; get ahead of the message.</li> <li>- Respond swiftly and effectively to media inquiries regarding the program.</li> </ul>
City of Houston procurement delays in selecting vendor	Medium	Procurement policies in Strategic Purchasing can result in startup delays.	<ul style="list-style-type: none"> <li>- Request expedited processing of purchasing requests due to the limited performance period of this grant.</li> </ul>
Significant disaster impacts region, shifting focus from project to disaster response and recovery	Medium	A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members.	<ul style="list-style-type: none"> <li>- Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do.</li> <li>- As a last resort, request an extension if project risk cannot be mitigated.</li> </ul>

**Notes:**

- The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.

Project Output	Output Detail	Date	Participant Type 1 Number necessary)	Participant Type 2 [if necessary]	Participant Type 3 [if necessary]	Participant Type 4 [if necessary]	Total Participants or Audience
Mentoring session	EXAMPLE: Session 2 of Family Mentoring Program	1/5/2018 Young Adult/Student	Parent of Youth or Young Adult (Ages 12-26)	15	10 Adult (Ages 12-26)	10	30
Recreation/sport/cultural event	EXAMPLE: Community Patrick Kickoff Meeting	1/21/2018 Young Adult/Student	20 Police/Law Enforcement	10 Adult (Ages 12-26)	10 Youth or Young Adult (Ages 12-26)	7 Educators	47
Training curriculum	EXAMPLE: Community Awareness and Engagement training completed	1/30/2018	Faith Leaders/R eligious Leaders	5 General Community Audience	5 Social Service Providers	4 Activities/Advocates	0
Education/training/ skill development/ workshop	EXAMPLE: Community Awareness and Engagement training conducted in Springfield	2/5/2018	Parent of Youth or Young Adult (Ages 12-26)	20 Police/Law Enforcement	20 Mental Health Providers	20 Teachers	41
Newsletter	EXAMPLE: Email newsletter sent to stakeholders	1/15/2018	Government Representatives (local, State, Federal, Tribal)	4 Activists/Advocates	3 Providers	15 Faith Leaders/ Religious Leaders	325
Convening or Advisory Group/Community Coalition/Subject Matter Experts	Initial Steering Committee Meeting	9/13/2018				2 leaders	24

Digital Output		Output Detail	Unique or included Elsewhere	Description	Date Launched	Total Engagement
Specific Content hosted on Main Website	New Video featuring Jane Smith posted to americansforpeace.org		Included in other entry (please specify)	Captured in social media metrics for Americans for Peace and website analytics for americansforpeace.org	1/15/2018	8,810.00
Main Website	web analytics for americansforpeace.org	Unique	NA		8/15/2017	18,000.00
Coordinated Campaign	Activity using various platforms of Americans for Peace brand	Unique	NA		8/15/2017	27,810.00
#hashtag	#unitedforpeace campaign for memorial day	Unique	Unique		5/28/2018	17,300.00
Other (specify)	Periscope town hall for holidays	Unique				3,500.00

WEBSITE: Total number of views	WEBSITE: Total number of unique visitors (lifethrowin)	FACEBOOK			FACEBOOK			FACEBOOK			INSTAGRAM			INSTAGRAM			
		Total number of posts	Number of friends	Total number of shares	Total number of likes	Total number of impressions	Total number of dislikes	Total number of comments	Total number of engagements	Total number of hashtags used	Total number of followers	Total number of posts	Total number of impressions	Total number of likes	Total number of comments	Total number of hashtags used	Total number of followers
1500	1200																
10000	8000	2000	15	1500	6000	12000		500	20	75	10000	6000					6600

TWITTER		TWITTER Total Number of Retweets		TWITTER Total number of Likes		TWITTER Total number of sessions		TWITTER Total Engagement		YOUTUBE		Other video Views		Other Metric 1 Description		Other Metric 2 Description		Other Metric 3 Description	
Number of Followers	Number of Tweets	Twitter Total Number of Retweets	Twitter Total Likes	Twitter Total number of Likes	Twitter Total sessions	Twitter Total Engagement	Twitter Total Engagement	Twitter Total Engagement	Twitter Total Engagement	YouTube Total	YouTube Views	Other video Views	Other video Views	Other Metric 1 Description	Other Metric 2 Description	Other Metric 3 Description	Other Metric 4 Description		
500	1500	1500	6000	6000	200	5000	5000	5000	5000	1110	3300	3300	3300	Periscope Channel	200 Subscribers	200 Subscribers	200 Subscribers		

500

1500

6000

Periscope Channel

3300 Periscope viewers

200 Subscribers

<b>Partner Type</b>	<b>Detail</b>	<b>Number Existing</b>	<b>Number New</b>	<b>Total</b>
Institutes of Higher Education		1	2	3
Activists/ Advocates		1	1	2
Other CVE Grant Program Recipients		2	1	3
Faith/Religious Leaders		3	0	3
Local Government Service Providers		3	0	3
State Government Service Providers		0	0	0
Non-governmental Service Providers		1	0	1
Local Police/Law Enforcement Agencies		2	0	2
State Police/Law Enforcement Agencies		0	0	0
Federal Law Enforcement Agencies		1	0	1
Federal Agencies/Representatives - Non-Law Enforcement		1	0	1
Cultural Organizations		2	0	2
Small Businesses		1	0	1
Large Businesses/Corporations		1	0	1
Social Media/Marketing/Tech Companies		0	0	0
Charities, Private Foundations		5	0	5
Schools		1	1	2
International Organizations/Foreign Governments		0	0	0
Key Influencers		1	0	1
Other (Please Specify)	Mental Health Professionals	0	1	1

***Event***	
Education/Training/Skill Development/Workshop	
Train-the-trainer	
Mentoring Session	
Symposium/Conference	
Community Outreach or Engagement	
Recreation/Sports/Cultural Event	
Convening of Advisory Group/Community Coalition/Subject Matter Experts	
Other Event (Specify)	
***Materials Produced***	
Newsletter	
Website Content	
Hosted Content	
Social Media Campaign Launched	
Training Curriculum	
Outreach Materials	
Other Material (Specify)	

Institutes of Higher Education	Main Website
Activists/ Advocates	Specific Content hosted on Main Website
Young Adult/Student	Included in other entry (please specify)
Parent of Youth or Young Adult (Ages 12-26)	
General Community Audience	
Police/Law Enforcement	#hashtag
Teachers/ School Staff / Educators	Coordinated Campaign
Faith Leaders/ Religious leaders	Single platform Campaign
Youth Workers	Other (specify)
Mental/Behavioral Health Providers	
Social Service Providers	
Other Service providers	
Public Health Professionals	
Other Front Line Workers (non-government)	
Other Front Line Workers (Government)	
Government Representatives (Local, State, Federal, Tribal)	
Neighborhood or Community Association Leaders/Representative	
Activists/Advocates	
Business Owners/Entrepreneurs	
Terrorism Victims/Survivors	
Volunteers	
Other (Please Specify)	

Unique  
Included in other entry (please specify)

Other (Please Specify)

Specific Content hosted on Main Website

#hashtag

Coordinated Campaign

Single platform Campaign

Other (specify)

Federal Law Enforcement Agencies

Federal Agencies/Representatives - Non-Law Enforcement

Cultural Organizations

Small Businesses

Large Businesses/Corporations

Social Media/Marketing/Tech Companies

Charities, Private Foundations

Schools

International Organizations/Foreign Governments

Key Influencers

Other (Please Specify)

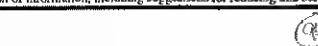


**Countering Violent Extremism (CVE)  
Grant Program  
(EMW-2016-CA-00158)**

Federal Financial Report  
&  
Performance Progress Report  
Quarter Ending: Mar 2019

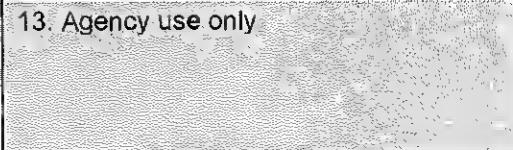


# Federal Emergency Management Agency Payment And Reporting System (PARS)


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[Grants List](#)
**FFR/SF-425 Maintenance****Browse Mode** FFR/SF-425[Add FFR/SF-425](#)

<b>FEDERAL FINANCIAL REPORT</b> (Follow form instructions)						
1. Federal Agency and Organizational Element to Which Report Is Submitted  U.S. Department of Homeland Security, Federal Emergency Management Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  EMW-2016-CA-00158			Page 1 of 1	
3. Recipient Organization (Name and complete address including Zip code)  HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON, TX 77002 2526						
4a. DUNS Number  045761095	4b. EIN  746001164	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  50000026-2018 (CVE)			6. Report Type  <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)  08/01/2017		To: (Month, Day, Year)  07/31/2019			9. Reporting Period End Date (Month, Day, Year)  03/31/2018	
Cumulative						
(Use lines a-c for single or multiple grant reporting)						
Federal Cash (To report multiple grants, also use FFR Attachment):						
a. Cash Receipts  83871.26	b. Cash Disbursements  83871.26	c. Cash on Hand (line a minus b)  0.00				
(Use lines d-o for single grant reporting)						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized  500000.00	e. Federal share of expenditures  187209.03	f. Federal share of unliquidated obligations  255784.80				
g. Total Federal share (sum of lines e and f)  442993.83	h. Unobligated balance of Federal funds (line d minus g)  57000.17					
Recipient Share:						
i. Total recipient share required  0.00	j. Recipient share of expenditures  0.00	k. Remaining recipient share to be provided (line i minus j)  0.00				
Program Income:						
l. Total Federal program income earned  0.00	m. Program income expended in accordance with the deduction alternative  0.00	n. Program income expended in accordance with the addition alternative  0.00				
o. Unexpended program income (line l minus line m or line n)  0.00						
11. Indirect Expense  a. Type  b. Rate  0.0000	c. Period From  d. Period To  e. Base  0.00	f. Amount Charged  0.00	g. Totals:  0.00	h. Federal Share  0.00		
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official  Kimberly House, Division Manager				c. Telephone (Area code, number and extension)  832-393-0930		
b. Signature of Authorized Certifying Official  				d. Email address  kim.house@houstontx.gov		
				e. Date Report Submitted (Month, Day, Year)  04/24/2019		
14. Agency use only:						
Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011						
<b>Paperwork Burden Statement</b> According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.						

**PERFORMANCE PROGRESS REPORT  
SF-PPR**

		Page _____ of _____ Pages
1. Federal Agency and Organization Element to Which Report is Submitted  DHS-Countering Violent Extremism Grant Program (CVE) <span style="float: right;">+</span>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  EMW-2016-CA-00158	3a. DUNS Number 045761095  3b. EIN 746001164
4. Recipient Organization (Name and complete address including zip code)  City of Houston, Mayor's Office of Public Safety and Homeland Security 900 Bagby, 2nd Floor Houston, TX 77002		5. Recipient Identifying Number or Account Number  50000026-2018
6. Project/Grant Period  Start Date: (Month, Day, Year)  08/01/2017	7. Reporting Period End Date  End Date: (Month, Day, Year)  07/31/2019	8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>  During this quarter, the City of Houston, through the contracted professional services vendor, has conducted: 2 Steering Committee meetings, 4 training curriculum review meetings, 2 meetings with key community resources.  Additionally, City of Houston staff continued research activities and administrative programmatic work for the Training and Engagement Initiative, research on domestic and international CVE programs, interviews with CVE experts, practitioners, academic experts, and intelligence analysts.		
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>		
<b>12. Certification:</b> I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
12a. Typed or Printed Name and Title of Authorized Certifying Official  George T. Buenik	12c. Telephone (area code, number and extension) 832-393-0975	12d. Email Address george.buenik@houstontx.gov
12b. Signature of Authorized Certifying Official  	12e. Date Report Submitted (Month, Day, Year) 04/30/2019	
13. Agency use only  		



Project Output	Output Detail	Date	Participant Type 1 Number necessary)	Participant Type 2 (if necessary)	Participant Type 3 (if necessary)	Participant Type 4 (if necessary)	All Other Participants Number	Total Participants or Audience
Mentoring session	EXAMPLE: Session 2 of Family mentoring Program	1/5/2018 Young Adult/Student	15 Parent of Youth or Young Adult (Ages 12-26)	15 Parent of Youth or Young Adult (Ages 12-26)	10 Parent of Youth or Young Adult (Ages 12-26)	7 Teachers/School staff/ Educators	10	30
Recreation/sports/cultural event	EXAMPLE: Community Potluck Kickoff meeting	1/21/2018 Young Adult/Student	20 Police/Law Enforcement					47
Training curriculum	EXAMPLE: Community Awareness and Engagement training completed	1/20/2018		25 Faith Leaders/ Religious leaders	5 Social Service Providers	4 Activists/Advocates	3	41
Education/training/ skill development / workshop	EXAMPLE: Community Awareness and Engagement training conducted in Springfield	2/5/2018 General Community Audience		200 Police/Law Enforcement	50 Mental Health Providers	20 teachers	15	325
Newsletter	EXAMPLE: Email newsletter sent to stakeholders	1/15/2018 12-26				Faith Leaders/ Religious leaders	2 leads	
Convening or Advisory Group/Community Coalition/Subject Matter Experts	EXAMPLE: Government Representatives [Local, State, Federal, tribal]	9/13/2018 Initial Steering Committee Meeting			3 Providers	2 Activists/Advocates	2 leads	14

TWITTER		TWITTER Total Number of Tweets		TWITTER Total Number of Retweets		TWITTER Total Number of Impressions		TWITTER Total Engagement		TWITTER Total YouTube Views		Other Video Views		Other Metric 1		Other Metric 2		Other Metric 3	
Number of Followers	Total Number of Retweets	Total Number of Impressions	Total Number of Tweets	Total Number of Retweets	Total Number of Impressions	Total Number of Impressions	Total Number of Impressions	Total Engagement	Total Engagement	Total YouTube Views	Total YouTube Views	Total Other Video Views	Total Other Video Views	Description	Description	Description	Description	Description	Description
500	1500	6000	5000	200	3300	5000	1110	3300 Periscope viewers	200 Subscribers	Periscope Channel	Periscope Channel	3300	3300	Periscope	Periscope	Periscope	Periscope	Periscope	Periscope

(13)

<b>Partner Type</b>	<b>Detail</b>	<b>Number Existing</b>	<b>Number New</b>	<b>Total</b>
Institutes of Higher Education		3		3
Activists/ Advocates		2	2	4
Other CVE Grant Program Recipients		3		3
Faith/Religious Leaders		3	1	4
Local Government Service Providers		3		3
State Government Service Providers		0		0
Non-governmental Service Providers		1	2	3
Local Police/Law Enforcement Agencies		2		2
State Police/Law Enforcement Agencies		0		0
Federal Law Enforcement Agencies		1		1
Federal Agencies/Representatives - Non-Law Enforcement		1		1
Cultural Organizations		2		2
Small Businesses		1		1
Large Businesses/Corporations		1		1
Social Media/Marketing/Tech Companies		0		0
Charities, Private Foundations		5		5
Schools		2	3	5
International Organizations/Foreign Governments		0		0
Key Influencers		1		1
Other (Please Specify)	Mental Health Professionals	1		1
				40

***Event***	
Education/Training/Skill Development/Workshop	
Train-the-Trainer	
Mentoring Session	
Symposium/Conference	
Community Outreach or Engagement	
Recreation/Sports/Cultural Events	
Convening of Advisory Group/Community Coalition/Subject Matter Experts	
Other Event (Specify)	
***Materials Produced***	
Newsletter	
Website Content	
Hosted Content	
Social Media Campaign Launched	
Training Curriculum	
Outreach Materials	
Other Material (specify)	

Institutes of Higher Education	Main website
Activists/ Advocates	Specific Content hosted on Main Website
Other CFE Grant Program Recipients	#hashtag
Faith/Religious Leaders	Coordinated Campaign
Local Government Service Providers	Single Platform Campaign
State Government Service Providers	Other (specify)
Non-governmental Service Providers	
Local Police/Law Enforcement Agencies	
State Police/Law Enforcement Agencies	
Federal Law Enforcement Agencies	
Federal Agencies/Representatives: Non-Law Enforcement	
Cultural Organizations	
Small Businesses	
Large Businesses/Corporations	
Social Media/Marketing/Tech Companies	
Charities, Private Foundations	
Schools	
International Organizations/Foreign Governments	
Key Influencers	
Other (Please Specify)	

Unique  
Included in other entry (please specify)

## OCP Project Implementation & Evaluation Plan

You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

*In the Implementation Plan table:*

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

*In the Evaluation Plan table:*

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

*NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.*

Organization Name	City of Houston, Mayor's Office of Public Safety and Homeland Security
Project Title	Houston Countering Violent Extremism (CVE) Training and Engagement Initiative
Grant Number	EMW-2016-CA-00158
Grant Implementation Period:	August 1, 2017 – July 31, 2019
Reporting Period:	Quarterly Report – January 1, 2019 – March 31, 2019

## **Project Goal Statement**

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

## **Target Population**

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

**OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.**

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting and certification.

**OUTCOME 1 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Complete procurement/vendor selection <sup>1</sup>	Scope of work; compliance with local, state, and federal procurement guidelines	August 1, 2017 – October 30, 2017 April 30, 2018* August 15, 2018 July 24, 2018	Executed contract with selected vendor	Vendor selection complete. Project kickoff meeting (internal) was held on August 20, 2018, following City Council approval of the contract on July 24, 2018.
Convene Houston Regional CVE Steering Committee <sup>2</sup>	Staff and vendor support, partner time and effort, supplies	August 1, 2017 May 1, 2018 – July 31, September 15, 2018 September 13, 2018	Meeting minutes and sign-in sheets; product reviews and feedback	Initial Steering Committee Meeting was held on September 13, 2018.
Develop Curricula and Videos (+ seek and receive approval on	Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario-	November 1, 2017 May	Empowered Parents Curriculum; Three Cities Curriculum;	Curriculum development is currently underway.

<sup>1</sup> This task is relevant to all project outcomes, but it is the first step in project implementation.

<sup>2</sup> This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Materials from DHS)	based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies	September 1, 2018–June 30, 2018 December 31, 2018 January 31, 2019 June 1, 2019	Resource Guides; videos and media support	Significant progress has been made in contacting a wide range of subject matter experts, religious and community leaders, and other service providers that could assist in promoting the program.
Identify an approach for outreach to promote the program in the Greater Houston Region.	Staff and vendor support, technology, Steering Committee time and effort, media support/time	January 1, 2018 September 1, 2018–June 30, 2018 August 31, 2018 March 31, 2019*	Communications/media plan, program branding, media package	Potential trainers have been identified and recruited through community outreach and engagement efforts.
Recruit potential trainers/facilitators through Steering Committee agencies and other partners	Staff and vendor support, technology, Steering Committee time and effort	January 1, 2018 September 1, 2018–June 30, 2018 August 31, 2018 March 31, 2019*	List of contact information for 40 potential trainers	20+ individuals are currently being vetted for roles as community trainers.
Identify and vet trainers	Staff and vendor support, supplies, volunteers, technology	January 1, 2018 September 1, 2018–Ongoing	Roster of 20 trained trainers for the Initiative	No progress as of this report.
Maintain certified	Staff support, time	January 1,	Roster of 20 trained	No progress as of this report.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
trainer list		2018 September 1, 2018–Ongoing	trainers for the Initiative	

#### OUTCOME 1 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both)	Course rosters and certification lists; January 1, 2018–May 1, 2018–July 31, 2018 September 1, 2018 – April 30, 2019	TBD
% of certified trainers who have effectively conducted at least 1 training event to positive reviews	Training course data and evaluations; January 1, 2018–May 1, 2018–July 31, 2018 September 1, 2018 – June 30, 2019	TBD

\*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

**OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenario-driven workshops and events and resource awareness.**

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

**OUTCOME 2 IMPLEMENTATION PLAN**

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
Identify engagement opportunities through existing youth and parent programs and partnerships.	Staff and vendor support, technology, Steering Committee time and effort	January May September 1, 2018 – June 30, 2018 July 31, 2019*	Engagement roster of agencies and groups	List of opportunities, when identified through the community outreach efforts, is being compiled for future use.
Develop evaluation survey for curriculum and trainer/facilitator	Staff and vendor support, technology, Steering Committee time and effort	May September 1, 2018 August December 31, 2018 January 31, 2019 April 1, 2019	2 survey instruments	Initial work has started on survey instruments.
Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July October 1, 2018 – August December 31, 2018 March 31, 2019	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	July October 1, 2018 – August December 31, 2018 March 31, 2019	Workshop materials; workshop outcomes and evaluations (1 workshop)	No progress as of this report.
Revise/adjust programs to account for	Staff and vendor	September 1,	Enhanced curriculum	No progress as of this report.

Activity	Inputs/Resources	Time Frame	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
pilot feedback	support, technology, supplies	2018— October 31, 2018 January 1, 2019— February 28, 2019 April 30, 2019		
Conduct workshops in region, matching appropriate trainer w/ appropriate group	Staff and vendor support, technology, supplies	November 1, 2018—July 31, 2019 March 1, 2019 – July 31, 2019	Workshop materials; workshop outcomes and evaluations (±2-6 workshops)	No progress as of this report.

## OUTCOME 2 EVALUATION PLAN

Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
% increase in score from pre-test to post-test in workshops	Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program	TBD
% of workshop reviews that are positive (avg 4/5 out of 5)	Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program)	TBD
% of trainer/facilitator reviews that are positive (avg 4/5 out of 5)	Summary survey of (both at the end of each workshop and consolidated monthly across the program)	TBD
# of social media engagement (likes, retweets, impressions)	Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period	TBD

\* Dates adjusted due to procurement delays and Hurricane Harvey recovery.

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## APPENDIX A: RISK MANAGEMENT PLAN

The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary.

Risk Identified	Likelihood of Risk Occurring (low/medium/high)	Risk Analysis (brief assessment of the impact the identified risk could/would have on the project)	Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires)
Negative public perception of the Houston CVE Training and Engagement Initiative	Medium	Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants.	<ul style="list-style-type: none"> <li>- Conduct media campaign; get ahead of the message.</li> <li>- Respond swiftly and effectively to media inquiries regarding the program.</li> </ul>
City of Houston procurement delays in selecting vendor	Medium	<p>Procurement policies in Strategic Purchasing can result in startup delays.</p> <p>DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more.</p> <p>Contract negotiations required additional time with procurement staff, and procurement was delayed another 3 months.</p>	<ul style="list-style-type: none"> <li>- Request expedited processing of purchasing requests due to the limited performance period of this grant.</li> </ul>
Significant disaster impacts region, shifting focus from project to disaster response and recovery	Medium	A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members.	<ul style="list-style-type: none"> <li>- Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do.</li> <li>- As a last resort, request an extension if project risk cannot be mitigated.</li> </ul>

**Notes:**

- The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.

